



## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Vital Records Management System

Solicitation Number: RFCSP 23-102; 6100016954

Description: This Request for Competitive Sealed Proposal (RFCSP) is issued by the City of San Antonio (City) for the Office of the City Clerk (OCC). The purpose of this RFCSP is to select a vendor that is qualified and experienced in delivering a commercial off-the-shelf (COTS) system to manage vital records (Birth, Death, and Fetal Death Certificates) and optimize inefficiencies throughout the business process workflow. The solution must be compliant with all required security compliances to include PCI compliance for money collection. The City will evaluate proposals capable of satisfying the technical, functional, and business requirements as described in this request. The proposed solution must account for all software, professional services, change management, data retention and archival, and training required to implement and support the solution.

Applicable Product Categories: 95882 - Records Management Services, Including Document Management Services and Technology Integration

### **Evaluation Committee Voting Members:**

Debbie Racca-Sittre, City Clerk, Office of the City Clerk  
Aurora Perkins, Deputy City Clerk, Office of the City Clerk  
Terri Hernandez-Chapa, Assistant City Clerk, Office of the City Clerk  
Kevin Goodwin, Chief Technical Officer, Information Technology Services Department  
David Sweet, Senior IT Manager, Information Technology Services Department

**Date Issued: August 7, 2023**

**Due Date & Time: **October 4, 2023**, at 2:00 p.m. Central Time**

**Pre-Submittal Conference: A Pre-Submittal Conference will be held at 1:00 p.m. Central Time, on August 18, 2023. The Pre-Submittal Conference for this solicitation will be held via WebEx only.**

### **Pre-Submittal Conference Dial-In Information:**

**Conference Bridge Dial-In Number: 1-415-655-0001**

**Meeting number: 2633 918 9745**

**Meeting password: COSA**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m7da9ff111d4a4cdccdbd7b7e4e22e95>

**Pursuant to Section 008 Submission of Proposals – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an “A” session; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council “A” session.**

Exceptions to the Restrictions on Communications: Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **2:00 p.m., Central Time, on August 25, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Peter Farley, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Peter.Farley@sanantonio.gov](mailto:Peter.Farley@sanantonio.gov)

Questions submitted and the City's responses will be posted with this solicitation.

**To view this solicitation**, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids).

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.